



**ASIAN AMERICAN RESOURCE CENTER ADVISORY BOARD
SPECIAL CALLED MEETING MINUTES
MONDAY, MARCH 1, 2010**

The Asian American Resource Center Advisory Board convened in a Special Called Meeting on Monday, March 1, 2010 at 301 W. 2nd Street in Austin, Texas.

Chair Chowdhury called the meeting to order at 6:08 p.m.

Board Members in Attendance:

Ahsan Chowdhury - Chair

Imad Ahmed

Chiawen Hsu

Schiller Liao

Staff in Attendance:

Taja Beekley – Executive Assistant, CMO

David Taylor – Project Manager, Public Works

1. CITIZEN COMMUNICATION

No citizens registered to speak.

2. APPROVAL OF MINUTES

The minutes from the Special Called Meeting of February 8, 2010 were approved on first motion by Member Ahmed and on second by Member Hsu with a 4-0 vote.

3. OLD BUSINESS

a. Update from Asian American Resource Center 501c3

Member Liao explained the nonprofit board recently recommended the City of Austin serve as the project manager for the construction of the center with a cap of 5% for project management fees. Member Liao discussed the proposal from Broaddus & Associates of a 6% cap, which was provided verbally not in writing. The board continues to work on a capital campaign and discussed possible other sources of revenue such as office rental at the center to the chamber or visitor's bureau.

Member Veronica Lee now present.

b. Discussion and Action on the Briefing to Council on the Updated Master Plan

Member Liao provided an overview of the dry-run of the presentation to the City Manager's Executive Team on Wednesday, February 24th. The briefing to Council is still set for Thursday, March 11th. Staff explained the most likely scenario on the date of the

presentation is that the Mayor will pull the agenda item to approve the use of an alternative delivery method Design-Build and vote after the briefing. Staff also provided some recommendations for the powerpoint presentation including condensing the number of slides and emphasizing the most important components for Council. Staff will send the final revised powerpoint presentation to the board. Member Lee inquired about future opportunities for community input for the center, which will be given during the design phase. No action was taken.

d. Discussion and Action on by-laws and 2010 meeting schedule

The board recommended the 2010 meeting schedule in the by-laws change from second Tuesday of the month to the second Monday of the month for quarterly meetings with a 5-0 vote. Staff will take this recommendation to the Audit and Finance Subcommittee. If approved, the next regularly scheduled meeting of the board will be Monday, April 12th.

c. Discussion and Action on the Project Management (City of Austin vs. Third Party) of the Asian American Resource Center

Chair Chowdhury provided a recap of the nonprofit board's recommendation. There was general discussion of ACM Garza's email sent earlier that day explaining the City's perspective on Broaddus & Associates' proposal, capping the City's project management fees, the project schedule and fundraising for center operations. Member Ahmed inquired about the construction budget. Project Manager (PM) Taylor explained the budget provided by staff was a preliminary estimate and costs/fees may vary. It was noted that Art in Public Places fees may be lower than shown on the budget spreadsheet. Member Liao asked if additional funds were raised, if a change order could be made to the Design-Build contract. PM Taylor emphasized any changes must occur during the design phase, not after the GMP has been finalized, there are timing constraints. Chair Chowdhury asked if the City would enter into a contract with the nonprofit board regarding the accepted use of additional funds. Staff explained it was not likely considering that additional funds have not been raised at this time, perhaps ACM Garza could send a letter. Staff emphasized that if significant dollars were raised there would be oversight by the City staff and Council. PM Taylor explained the Design Criteria Manual (DCM) serves partially as a contract. However, any changes to the DCM, i.e. contingencies regarding the use of additional funds or deadlines would add costs to the project. Member Liao emphasized the community wants the center completed in April 2012 for a Grand Opening in May, which is Asian American Heritage Month. PM Taylor stated that July 2012 was a more reasonable timeframe. Staff reiterated that everything was being done to expedite the project, however, meeting this schedule would be challenging and difficult. The board approved the recommendation that the City of Austin serve as the project manager with the expectation that the project management fees would not exceed 5% and that the center would be completed in April 2012.

6. FUTURE AGENDA ITEMS

There were no items to include on the future agenda.

ADJOURN

Chair Chowdhury adjourned the meeting at 7:15 p.m. without objection.